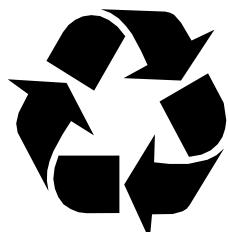


ABOUT THE SEMINAR



The Public Information Skills/Effective Communication Course is a 24-hour seminar over a 3-day period. This program is intended for newly appointed PAO/PIO's, for those who would like a refresher, or for those whose emergency management responsibilities include public information and/or interaction with the media.

Montana Disaster and Emergency Services (DES), has developed and created the curriculum for the Public Information Skills Course using FEMA and other course materials from a variety of sources. DES is pleased to make this training available, at minimal cost, to local government officials and their public information officers, emergency responders, and others in who are responsible for assisting with Emergency Management.

The Public Information Skills Course provides emphasis on the skills and knowledge needed for emergency management public information activities. Topics include the role of the PIO in emergency management, conducting awareness campaigns, news release writing, public speaking and media interviews.

SEMINAR DETAILS

DATES: **Tuesday, May 22 (0800-1630)**

Through Thursday, May 25 (noon)*

*** Length of the course is dependent on the number of registrations**

LOCATION: **Miles City Community College
Room 101
2715 Dickinson
Miles City, MT 59301**

REGISTRATION: **Fax, e-mail or mail registration form to Fred Naeher**

PUBLIC INFORMATION

SKILLS/EFFECTIVE COMMUNICATION COURSE

Mail, fax or e-mail to:

Fred Naeher

Disaster and Emergency Services

PO Box 4789

Fort Harrison, MT 59636

Fax: 406-841-3965

Office Phone: 406-841-3968

fnaeher@mt.gov

We must have 10 registrations by:

Noon, May 11, 2007

Name: _____

Organization: _____

Address: _____

City/State/ Zip: _____

Contact Phone: _____

Fax: _____

E-mail: _____

Draft Agenda

Day 1

0830-1630:

Introductions and Group Assignments. Presentations.

Getting Started: The Presentation Organizing, Objectives, The Audience, Strategies for Success, Learning Styles, Use and Abuse of Audio Visual Aids, Platform Skills

Video: "Speaking to One or a Thousand"

Day 2

0830-1630

Video: "Be Prepared to Speak"
Cultural Diversity/Jokes
Managing Participant Interaction
Individual presentations

Day 3

0830-1630:

Preparation and Rehearsal for the Team Approach to giving presentations, group course review and final exam, presentations, critiques and course wrap up.

For more information on State DES Training programs, please call your County DES Coordinator/Emergency Manager or the DES Training Manager @ 406-841-3968

DES makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in training. Persons needing an accommodation must notify the course manager by the registration deadline to allow adequate time to make needed arrangements.

For more information contact:

Jody Menhart
Custer County Public Health Nursing Office
406-874-3377
j.menyhart@co.custer.mt.us

Jim Zabrocki
Custer County DES
406-874-3490
des@midrivers.com

Public Information Skills/Effective Communications Course

Miles City Community College
Miles City, Montana

May 22-25, 2007



Sponsored by:
Custer County Public Health
Nursing Office and
Custer County DES